



**Solicitation Information**  
**May 7, 2014**

**RFP# 7548733**

**TITLE: After Hours Emergency Response Program for Elders in Crisis**

**Submission Deadline: Friday, June 6, 2014 at 10:00 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: NO**  
**MANDATORY:**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE:**

**LOCATION:**

Questions concerning this solicitation must be received by the Division of Purchases at [David.Franics@purchasing.ri.gov](mailto:David.Franics@purchasing.ri.gov) no later than **Friday, May 16, 2014 at 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

David J. Francis  
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Human Services, Division of Elderly Affairs, is soliciting proposals from qualified agencies to provide an After Hours Emergency Response Program for Elders in Crisis, that will provide intervention for elderly citizens who live in the community and who are experiencing a crisis during the periods of nights, evenings, weekends, and State holidays, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.us](http://www.purchasing.ri.us).

The initial contract period will begin approximately on October 1, 2014 and end on September 30, 2015. Contracts may be renewed for up to four (4) additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be

considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov)
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of,

or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A “business associate” also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement.

## **SECTION 2: BACKGROUND**

The Rhode Island Department of Elderly Affairs (DEA) was established in 1977 (under Rhode Island General Laws Chapter 42-66) in response to the growing needs of Rhode Island’s older population. DEA is the designated State Unit on Aging (SUA) for the State of Rhode Island, responsible for the development and implementation of a comprehensive coordinated system of community-based care for citizens sixty years of age and older. DEA is responsible for advocating for the rights of older individuals, operating services designed to assist seniors to remain independent in the community and funding an array of community based services in effort to assist them with remaining in the home. DEA coordinates these efforts and activities of the State Aging Network in order to ensure the delivery of statewide, comprehensive, coordinated benefits and services. In 2011, DEA became a Division of the Rhode Island Department of Human Services (RIDHS) and continues to serve as the designated SUA for the State of Rhode Island.

The DEA Protective Services Unit is responsible for investigating complaints of abuse and self-neglect of Rhode Islanders age sixty (60) and older. Abuse may be committed by a family member, caregiver, or person with a duty to care for the elder and may include physical, emotional, sexual, financial exploitation or abandonment. The DEA Protective Services Unit operates during the hours of 8:30am to 4:00pm, Monday through Friday.

The After Hours Program for Elders in Crisis (the After Hours Program) was established as an innovative program by DEA in 2006 in response to a need expressed by the RI Public Safety community for a comprehensive response to elders in crisis after DEA’s normal business hours and on State holidays and weekends. During its period of operation, the After Hours Program provides both telephonic and in-person support and service coordination for elders in crisis. The After Hours Program is distinct in purpose and in function from the operations of the DEA Protective Services Unit.

DEA anticipates funding one (1) grant in the amount of \$150,000 in federal Title IIIB funds for program operations for the initial twelve (12) month contract period from October 1, 2014 through September 30, 2015. In addition, DEA anticipates awarding \$7,500 in federal Title IIIE funds (the “Respite Funding”) to the grantee for the initial twelve (12) month grant period from October 1, 2014 through September 30, 2015. The Respite Funding to be awarded pursuant to this RFP only shall be used to pay the actual, direct cost charged by the respite provider for

emergency respite services for elders coordinated by the grantee and delivered by providers approved and authorized by DEA. DEA anticipates that the amount of funding available for each of four (4) *one-year* renewal periods of October 1, 2015 through September 30, 2016 (if applicable), October 1, 2016 through September 30, 2017 (if applicable), October 1, 2017 through September 30, 2018 (if applicable), and October 1, 2018 through September 30, 2019 (if applicable) would be equal to \$150,000 for one (1) grant allocated to program operations and \$7,500 for one (1) grant in Respite Funding.

Such funding is subject to availability of funds allocated to DEA under Titles IIIB and IIIE, respectively, of the OAA and/or changes in allocation of funds under Titles IIIB and/or IIIE of the OAA. In addition, all funding under this RFP is subject to changes in allocation of funding by DEA as a result of budgetary and/or program planning actions taken by DEA. DEA also reserves the right to reduce the number of grants made available for each period and/or to reduce the amount of any grant award(s). DEA also reserves the right to terminate this RFP at any time for any reason whatsoever and also reserves the right to not renew contract(s) for any renewal period(s).

### **SECTION 3: SCOPE OF WORK**

The Scope of Work and required deliverables for the agency that receives program funding is as follows:

- Services described will be provided between 4:00 p.m. and 8:30 a.m., Monday through Friday, and twenty-four hours a day on weekends and State holidays.
- The grantee agency will provide one (1) primary on-call clinician with skills in assessment and crisis intervention during periods of contracted coverage who will (a) screen calls of an emergency nature and determine the appropriate priority and disposition of calls and (b) be available to assist public safety personnel, other professionals and individuals in complex crises involving a vulnerable and/or an uncooperative elder who is at imminent risk (such assistance will be required to be provided in person, if circumstances so warrant).
- One (1) back-up on-call clinician also will be available during requisite service hours to (a) supervise and assist the primary on-call clinician, as needed, and (b) respond to beeper calls and handle situations that arise when the primary on-call clinician is unavailable as a result of his/her attention to another report.
- Telephone callers who call the DEA Protective Services Unit main phone line to report an elder in crisis during the requisite after-hours service hours (i.e., between 4:00 p.m. and 8:30 a.m., Monday through Friday, and twenty-four hours a day on weekends and State holidays) will be instructed to call a beeper number supplied by the grantee agency, which shall be a dedicated line. At all times during after-hours service hours, the on-call

clinician shall be in possession of the beeper, as well as a telephone that can be used to respond to beeper calls, and shall respond within fifteen (15) minutes to all beeper calls. If the primary on-call clinician is attending to another report when a beeper call comes in and will not be able to respond promptly to the additional call, the on-call clinician shall cause the back-up on-call clinician to respond promptly to the additional beeper call (the back-up on-call clinician also shall be reachable at all times by dedicated beeper line and must also have at all times during after-hours service hours a telephone that can be used to respond to beeper calls).

- With respect to each situation, the on-call clinician must make an initial assessment to determine the appropriate action to be taken immediately; such assessment shall be conducted in person if circumstances so warrant. The clinician also will take routine reports, such as allegations of financial exploitation or reports of elder self-neglect, and will forward those reports to DEA on the next business day. The primary and/or back-up on-call staff must be available during the periods of contracted coverage to advise and coordinate services with public safety personnel in an emergency situation and to provide necessary assessment, counseling, and related intervention to alleviate the crisis and facilitate the elder being placed in a safe environment and/or receiving urgently needed services, any and all of which shall be conducted in person, if circumstances warrant.
- Maintain a current list of DEA-approved respite providers for the emergency placement of an elder (such list to be developed and updated from time to time by DEA). The Respite Funding to be awarded pursuant to this RFP only shall be used to pay the actual, direct cost charged by the respite provider for emergency respite care for elders, and elders only shall be placed for emergency respite with DEA-approved providers. All DEA policies and procedures shall be followed in the making of these placements.
- Coordinate care of elder with appropriate public safety personnel and hospital emergency department personnel.
- Maintain strong collaborative relationships with community public safety personnel and with hospital emergency department personnel.
- Maintain detailed records of all activity during contracted coverage; and submit monthly statistical reports of activities in such format as shall be determined by DEA.
- Serve as liaison to DEA by forwarding a complete record of all activity during contracted coverage to DEA Protective Services staff at 8:30 a.m. on the following day of business. This requirement shall include without limitation the complete data entry of all calls received into the DEA Harmony for Aging database by 8:30 a.m. the next business day following the calls.

- The After-Hours Supervisor will meet quarterly with the DEA Protective Services Administrator and Supervisor to ensure compliance with all contract requirements.
- Procure all required Security License(s) to access the Harmony for Aging database (formerly known as SAMS), a senior assistance database management system, as well as all computer software and hardware needed to meet program requirements. The Security Licenses only can be obtained through DEA.
- The grantee agency must maintain, and cause its employees to maintain, all required licenses, certifications and accreditations.
- The grantee agency must maintain customary commercial general liability insurance (including automobile coverage) and professional liability insurance in commercially reasonable amounts that will protect the grantee agency in providing the required services under the RFP.

**Additional Responsibilities for all Successful Respondents to this RFP:**

1. Provide all office and program space, office equipment, and office support necessary to meet all requirements of this contract.
2. Bear all costs associated with implementation and performance of this contract.
3. Meet all computer system and data reporting requirements. The grantee must be willing to procure, at its expense, all required license(s) to access any data system required to be used by DEA in order to track client contacts and activity. The grantee also must be willing to obtain, at its expense, all computer software and hardware needed by the grantee to meet program requirements.
4. Obtain and maintain all required insurance necessary to cover project staff.
5. Supervise all staff related to this grant, including all subcontractor duties.

**SECTION 4: PROPOSAL**

Narrative and format: The proposal should address specifically each of the required elements:

- A) **Narrative** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation (**the Narrative is limited to ten (10) pages**, excludes any appendices, and as appropriate, excludes resumes of key staff that will provide services covered by this request). The Narrative should describe the applicant's understanding of the State's requirement and a work plan for accomplishing the results proposed, including the following:



- a. **Organizational Capacity/Staff Qualifications** – Describe the organizational history, services and programs provided by the agency. Include here the agency's ability to work with the target populations identified in this RFP. Describe the qualifications, functions and responsibilities of staff members who will be involved with the program, including all subcontractors;  
Including, but not limited to, the following:
1. Articles of Organization of the Applicant; List of Board of Directors, By-Laws (or other appropriate ownership agreement, such as a partnership agreement, if applicable).
  2. Demonstration of Board (or partnership) endorsement, if applicable, supporting the organization's commitment to undertake the proposed project.
  3. Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of elder services and/or crisis intervention.

For primary on-call staff person: minimum: Bachelor's Level in Social Work, Psychology, Counseling or related field with training and/or experience in working with elders.

For back-up on-call clinician: minimum: Bachelor's Level in Social Work, Psychology, Counseling or related field with training and/or experience in working with elders and/or crisis intervention.

4. Demonstrate that the on-call staff are able to triage calls effectively and efficiently, make immediate judgments about situation priorities and instruct and/or counsel diverse emergency personnel about the disposition of the case. A significant component of this program is the ability to coordinate with diverse stakeholders: the DEA Protective Services staff; public safety personnel; hospital emergency department personnel; and a network of elder service providers. Preference will be given to applicants who demonstrate experience in the delivery of crisis intervention services and coordination with public safety personnel.
5. Demonstrate that the applicant can meet the requirement that detailed electronic professional records will be maintained throughout the grant period using the Harmony for Aging database management system to ensure appropriate follow-up with each case and to ensure the capability of DEA to evaluate the program's effectiveness.

b. **Project Plan:** Present a clear outline of the plan of work. Outline the overall goals of the project; the specific objectives; activities planned to meet the goals and objectives. Include an organizational plan that will ensure proper and efficient administration of the project, including the proposed location(s) and start-up date. Include an Evaluation Plan as to how the project will measure compliance with the required objectives.

c. **Budget and Financial Capacity**, including 1) the completion of the form (Appendix A) which begins on **page 13 of this application** and 2) a budget narrative (**not to exceed three (3) pages**) which explains, in reasonable detail, the budget for the proposed project and which discloses all other sources of funding for the project. See Section 3 above for certain additional requirements with respect to the budget. Including, but not limited to, the following:

- a. Most recent audited financial statements of the applicant. For agencies under \$250,000, either unaudited statements or a copy of agency 990 tax statement;
- b. Current year operating budget including revenue sources and expenses;
- c. If applicable, copy of 501 I (3) tax exempt IRS Letter, or that of the fiscal sponsor; &
- d. If applicable, documentation of the applicant's approved indirect cost rate.

**DIRECT/INDIRECT COSTS:** In developing proposals, applicants should maximize the use of grant funds for the direct provision of services. In addition, the indirect cost rate for the proposal cannot exceed the lesser of (a) the applicant's current federally approved indirect cost rate or (b) fourteen percent (14%); if the applicant has no current federally approved indirect cost rate, then indirect costs will not be permitted (the indirect cost rate is calculated by dividing the indirect costs of the project by its direct costs). These limitations on indirect costs apply also to all subcontractors.

## **SECTION 5: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. The Proposal must receive a minimum of 70 (70%) out of a maximum of 100 technical points to be considered responsive. Any technical proposals scoring less than 70 points will be dropped from further consideration.

The Department of Human Services/ Division of Elderly Affairs reserves the exclusive right to select the applicant(s) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Organizational Capacity/Staffing Levels	35 Points
Project Plan Quality	35 Points
Budget Proposal	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

**Points will be assigned based on the applicant's clear demonstration of its abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.**

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

## **SECTION 6: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [David.Francis@purchasing.ri.gov](mailto:David.Francis@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP# 7548733** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP 7548733 After Hours Emergency Response Program for Elders in Crisis**” to:

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

## **RESPONSE CONTENTS**

Responses shall include the following, in addition to the Proposal:

1. One completed and signed four-page R.I.V.I.P generated bidder certification cover sheet (include in the original proposal only) downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. One completed and signed W-9 (include in the original proposal only) downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. **A signed and sealed Proposal** including the **Technical Narrative** (describing the qualifications/background of the applicant and experience with and for similar projects) and **Budget and Financial Capacity** (reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project), as described in **Section 4** of this solicitation.
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word /Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

## **CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

Every applicant that is awarded funding pursuant to this RFP must enter into a written agreement with DEA in a form to be prescribed by DEA (the terms and conditions set forth in this RFP are not inclusive of all the requirements that will be set forth in the grant).

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

**APPENDIX A - BUDGET 10/1/14-9/30/15**

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**PROJECT COSTS**

<b>COST CATEGORY</b>	<b>TOTAL AMOUNT OF EACH COST (including RIDEA funding)</b>	<b>RIDEA FUNDING ALLOCATED TO EACH COST</b>
<b>DIRECT PROGRAM COSTS:</b>		
PERSONNEL	\$	\$
FRINGE BENEFITS	\$	\$
SUBCONTRACTORS	\$	\$
IN-STATE TRAVEL	\$	\$
OUT-OF-STATE	\$	\$
PRINTING	\$	\$
SUPPLIES	\$	\$
EQUIPMENT	\$	\$
EDUCATION MATERIALS	\$	\$
OTHER	\$	\$
<b>TOTAL DIRECT CHARGES:</b>	\$	\$
<b>INDIRECT CHARGES (only may be requested if Provider has a federally approved indirect rate and not to exceed lesser of (a) 14% or (b) Provider's Federal approved indirect rate; to the extent funded by RIDEA funds, only can be requested on the RIDEA-funded portion of the direct charges):♣</b>	\$	\$
<b>TOTAL PROJECT COSTS: *</b>	\$	

♣ If Indirect Charges are being requested, a copy of the Provider's Federal Indirect Rate agreement must be included with this application and will not count toward any page limitation.

\* The Total Project Cost, as well as all resources being applied to the total Project Cost, must be disclosed in this budget.

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**PROJECT RESOURCES**

<b>RESOURCES CONTRIBUTED BY AGENCY, IF ANY:</b>	
USED AS MATCH:	
CASH	Not Applicable
IN KIND	Not Applicable
NOT USED AS MATCH:	
CASH	\$
IN KIND	\$
TOTAL REQUEST FROM RIDEA :	\$
TOTAL PROJECT RESOURCES (must equal total Project costs):	\$

**BUDGET JUSTIFICATION**

**DIRECT PROGRAM COSTS - DETAIL OF APPLICANT PERSONNEL**

NAME POSITION TITLE DESCRIPTION OF GRANT DUTIES	TOTAL ANNUAL SALARY \$	TOTAL ANNUAL FRINGE \$	TOTAL ANNUAL COMPENSATION \$	PERCENTAGE OF TIME DEVOTED TO PROJECT %	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA FOR APPLICANT'S PERSONNEL					\$



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**DIRECT PROGRAM COSTS - DETAIL OF SUBCONTRACTORS**

NAME OF SUBCONTRACTOR; INCLUDE BRIEF DESCRIPTION OF STAFFING, STAFFING COSTS AND STAFF TIME TO BE DEVOTED TO PROJECT; AND OTHER GENERAL ESTIMATED COSTS	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA	

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**EXPLANATION OF ALL OTHER DIRECT EXPENSES**

EXPENSE CATEGORY	DESCRIPTION	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA			

**EXPLANATION OF INDIRECT EXPENSES**

EXPENSE CATEGORY	DESCRIPTION	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA			

**EXPLANATION OF OTHER RESOURCES APPLIED TO TOTAL PROJECT COST**

DESCRIPTION	AMOUNT